



**Division:**

**Human Resources (HR)**

**Title:**

**Standard Operating Procedures**

**Procedure:**

**Voluntary Shared Leave (VSL)**

**Original Effective Date:**

5/17/05

**Revised Effective Date:**

***Procedure:***

1. Determine eligibility of employee. Refer to State Personnel Manual, Section 5, or website [www.osp.state.nc.us](http://www.osp.state.nc.us) , Personnel Policies.
2. Give VSL application form to employee ([www.dhhs.state.nc.us/humanresources](http://www.dhhs.state.nc.us/humanresources), under Forms for Safety & Benefits). If the employee is eligible, FMLA /FIL forms should be provided at this time.
3. Appropriate doctor's statement is required (may use the FMLA doctor's certification).
4. Upon receipt of Voluntary Share Leave application and physician's statement, forward to the appropriate agency head for approval.
5. Once approval is received, post VSL per policy procedures.
6. Process VSL donations per agency procedures to include written notification to employee of amount of leave donated with a copy to timekeeper/supervisor.
7. Maintain a separate medical file on VSL and retain per retention guidelines.